

OEL 335-63

19 FEB 1963

MEMORANDUM FOR: Chief, Analysis Division, OEL
Chief, Operations Division, OEL
Chief, Research & Development Division, OEL
Chief, Staff, OEL

SUBJECT

Annual Competitive Evaluations

REFERENCE

Promotion

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1. Your attention is directed to reference regulation which prescribes that "The promotion of employees is based on competitive evaluation of the performance, qualifications, length of service, and value to the Agency."

2. Each Division Chief and the Chief, Staff, will competitively evaluate and rate his employees in grades GS-9 through GS-14 once each year using the following criteria as a guide. This list is not meant to be restrictive and individual employees should be given an overall rating of "A" for Outstanding, "B" for Excellent, "C" for Good and "D" for Adequate, utilizing those criteria which best apply.

a. Potential - has demonstrated qualities which indicate he has ability and drive to assume greater responsibilities.

b. Performance - timely completion of assignments, oral and written presentation, job motivation, perseverance, flexibility, efficiency.

c. Originality - initiative, resourcefulness, imagination, continually generates sound ideas and solutions.

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d. Personality - attitude toward organization, respect for and from associates, diplomacy, cooperativeness.

e. Leadership - ability to delegate, interest in subordinates, managing ability, does not need close supervision, makes decisions readily, shares credit.

3. The OEL Career Service Panel will review, according to the following schedule, the competitive evaluations made by individual Division and Staff Chiefs for each employee within specific GS grade and will establish an OEL/CSP approved rating list of all OEL employees for use by the AD/OEL and the DCR Career Service Board.

GS-9 through GS-11
GS-12 through GS-13
GS-14

December
March
June

4. Recommendations for promotion of individuals in each of these grade groups should be forwarded to the OEL/CSP at this time.

5. Career Service Panel case by case review of the competitive evaluations, according to the above schedule, will consist of assigning to each CSP member a proportional share of the individual evaluations from components other than his own for prior study and preparation of support for, or challenge of the rating assigned by the individual's Division or Staff Chief.

6. In order to establish a base for immediate consideration, it is requested that competitive evaluations be prepared on an EYES ONLY basis for all personnel under your supervision and be submitted to the CSP by COB, 1 March 1963.

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GEORGE C. MILLER
Assistant Director
Office of ELINT